

# **LEARNING IN ACTION**

**GROWING PEOPLE  
DEVELOPING LEADERS  
STRIVING FOR EXCELLENCE**

## Purpose of the Program

To create positive, dynamic learning experiences where participants have the opportunity to increase their skills, motivation and energy while renewing connections to coworkers.

## Learning Tracks

- Employee Professional Development
- Management & Leadership Development
- LLR Leaders Program
- Online Learning
- Customized Solutions

## Employee Professional Development

- Provides all agency employees the opportunity to build or enhance skills & expand their knowledge of the agency
- Level I classes must be completed before taking Level II classes

### Employee Professional Development Opportunities

Level I	Level II
Communication Skills That Work	Learning to Lead at LLR
Customer Service Skills	Secrets to Successful Meetings
Business Writing that Works	Attend board meetings/hearings
Take Control of Your Time	Winning the Job
A Day in the Life of LLR	Legislative Process
Conflict Resolution	
Dealing with Difficult People	

### Other Opportunities

- FISH!
- Violence in the Workplace

- Ethics
- Safety at Work

## **Management & Leadership Professional Development**

- Provides supervisors the opportunities to build or enhance their leadership and management skills
- Managers are also encouraged to take Employee Level classes as needed.

## **Management & Leadership Development Opportunities**

<b>Classes/Workshops</b>	
Leading at LLR	Interviewing Skills
HR Policies & Procedures**	Budget Process
Prioritizing for Results	Supervisory Practices (OHR)**
Critical Coaching Skills	Quarterly HR Refreshers
Coaching Styles	

\*\* Required

## **OHR Certificate Programs for Supervisors**

- Associate Public Manager (prior approval of supervisor required)
- Certified Public Manager (prior approval of supervisor and executive management required)
- Executive Institute (Senior Staff only and prior approval of supervisor and executive management required)

## LLR Leaders

- Provides high potential employees who are interested in pursuing careers in leadership at LLR the opportunities to:
  - Develop skills needed to function at a higher level of leadership
  - Build relationships with peers and management
  - Share professional skills, abilities and experiences
- Participants are determined through a nomination and selection process
- Participants receive the Public Professional Development Certificate (PPD)

## LLR Leaders Activities

The Leadership Challenge	Legislative Process
MBTI	Facilitation Skills
One Day Off-site Team Building	Presentation Skills
Area Overviews	Dealing Effectively with Conflict
Emotional Intelligence	Whale Done!
Focus	Group Projects & Presentations
Budget Process	

See the LLR Leaders Program document for more information.

## Online Learning Opportunities

- Provide self-paced computer based learning opportunities to all agency employees

### Online Modules

Supervisory Modules	Employee Modules
EPMS	State Employee Orientation
Supervisory e-Leave	Employee e-Leave
Drug Free Workplace Training for Supervisors	Anti-harassment/Anti-discrimination
Anti-harassment/Anti-discrimination	Drug Free Workplace Training
How to Write a Position Description	

## Customized Solutions

- Does your team sometimes have difficulty meeting tough challenges? We can partner with you to find solutions to help you build a high performance team that is well equipped to contribute to the mission of the agency.
- We do this by providing training, coaching, consulting or by linking you with resources. Whether you want to build skills, foster teamwork, increase innovation, improve performance, or just provide a motivating experience for your team, we work with you to tailor a solution that will achieve results.
- These services must be requested by a supervisor and approved by the senior manager.

For more information about these programs or to make a training request or suggestion, contact Laura Thomas at 896-4654 or [thomasl@lr.sc.gov](mailto:thomasl@lr.sc.gov)